

Kitty Hawk Planning Board Meeting]  
October 15, 2020 – 6:00pm  
Kitty Hawk Municipal Building

**AGENDA**

1. Call to Order/Attendance
2. Approval of Agenda
3. Approval of Minutes:
  - a. September 17, 2020
4. Administrative Report:
  - a. Town Council Action from October 6, 2020 Meeting
5. Public Comment
6. PCD Conceptual Phase Review:
  - a. Kitty Hawk Woods multifamily development
7. Comments:
  - a. Chairman Richeson
  - b. Planning Board Members
  - c. Town Attorney
  - d. Planning Director
8. Adjourn

1. **Call to Order/Attendance:**

Chairman Richeson called the October 15, 2020 Kitty Hawk Planning Board Meeting to order at approximately 6:00pm.

**Board Members Present:**

John Richeson, Chairman; Bryan Parker, Vice-Chairman; Dusty Rhoads, Member; Chuck Heath, Member; Gary Muir, Alternate; Matt Spencer, Alternate  
Rob Testerman, Planning Director

**Absent:**

Jim Geraghty, Member; Casey Varnell, Town Attorney.

Mr. Richeson noted that Matt Spencer would be a voting in place of Jim Geraghty for this meeting.

2. **Approval of Agenda:**

Hearing no objections/changes/corrections to the October 15, 2020 Agenda, the Agenda was approved unanimously.

3. **Approval of Minutes:**

Hearing no objections/changes/corrections to the September 17 Meeting Minutes, the Minutes were approved with Mr. Rhoads making the motion to approve and Mr. Richeson seconded and the Minutes were approved unanimously.

4. **Administrative Report: Town Council Action from September 8, 2020 Meeting:**

Mr. Testerman stated that the Council had scheduled a public hearing to the conditional use permit for a church at 3834

5. **Public Comment:**

- There were no audience members in attendance at the meeting, but, Mr. Richeson reiterated that this portion of the meeting was for those in attendance who could come forth to address the Council with any issues.
- Due to no one in attendance, Mr. Richeson closed this portion of the meeting.

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**At this point in the meeting, there were technical difficulties with the recording software and the rest of the meeting was not captured. Below is a summary of what was presented to the Planning Board**

The Planning Board previously held a conceptual phase review for the PCD at 6100 N. Croatan Hwy which included a gas station and convenience store and a multifamily dwelling development. Since that time, a conditional use permit has been approved, and construction has begun on the gas station and convenience store. The conceptual plan for the multifamily development has changed to an extent that staff felt it appropriate to bring back to the Planning Board for a review.

The application procedure for a planned commercial development (PCD) is as follows:

1. Preapplication conference
2. Conceptual review
3. Preliminary development plan and site plan approval
4. Final development and site plan approval.

The purpose of the conceptual review is to ensure:

- 1. The proposed land uses are allowed by the underlying zones of the proposed planned commercial development.**

PCD's are permitted as a conditional use in the BC-2 district, as are the two proposed uses, a gas station and a multi-family dwelling development. Permitted and conditional uses of the underlying zoning district are also considered permitted and conditional uses in the PCD.

- 2. The grouping of land uses within the PCD are appropriate to each other and compatible with or minimally impact adjoining property uses.**

As the two proposed uses are permitted via conditional use permit, and the grouping of the multifamily dwelling development building is separated from the gas station use, it is staff's recommendation that the grouping is appropriate. Due to the nature of the surrounding area being largely unimproved, and the large amounts of land within the proposed development being left in a natural state, there will be minimal impact to adjoining property uses. The property that lies between the subject parcel and N. Croatan Hwy is owned by the state, and will remain undeveloped. To the south of the subject parcel is the Dominion Energy plant, the north end of their property, which abuts the subject parcel, is largely open space and parking lots. The two lots that would be most impacted are the auto mechanic and cabinet shop on The Woods Road. The closest multifamily dwelling is approximately 280 feet from the cabinet shop property, with the septic area being directly adjacent to the property. An increase in traffic surrounding the two commercial uses would be expected, but as they are commercial uses, this does not seem to be a detriment, as it might be for a residential area.

**3. The proposed pedestrian and vehicular circulation patterns within the project will be compatible and the impact of existing adjoining trafficways will be minimized.**

Pedestrian and vehicle traffic inside the multifamily dwelling development would likely be kept to only residents and visitors of residents. It is unlikely, in staff's opinion that a large volume of vehicle traffic leaving or entering the gas station would be driving through the residential portion of the development, this limiting chances for traffic conflict.

**4. The open spaces, parking, circulation patterns, land use types, pedestrian easements and amenities, and architectural styles and themes are well integrated, and are related to the natural features of the site.**

The parking and circulation patterns, pedestrian walkways and land use appears to well integrated.

After the presentation of the staff report, there was discussion regarding lot coverage and how it is calculated for PCDs. Staff responded that the PCD allows a total lot coverage of 50% for the entire PCD, meaning the gas station counts towards the multi-family development lot coverage. However, roads, walkways and various other items are not counted towards the lot coverage in a PCD. This would be an item that would be reviewed in greater detail in the Preliminary Development Plan and Site Plan Approval stage.

There was also discussion that in the original approval of the PCD, it had been suggested that the need for the multi-family dwelling development was going to be in part to help alleviate the housing shortage on the beach by aiming them for workforce housing. Staff stated that that was discussed, however, to this point, that had not been made as any condition of approval.

Staff noted that the conceptual phase review was to be approved or denied solely by the planning board, and is not reviewed by Council. The site plan that will reviewed in the next stage will be the next part of the review process that goes before Town Council.

There was a motion for approval of the conceptual phase plan, and a second. The motion passed unanimously.

Mr. Richeson adjourned the meeting at approximately 6:35pm